

MEDIA PROFILE CHECKLIST INSTRUCTIONS

The Media Profile Checklist is to be used by supervisors who are reviewing profiles written by workers for the purpose of child recruitment. The checklist may also be used as a guide by workers who are writing a media profile for a child in need of adoptive recruitment.

1. The worker is to document the “child’s name”, the “submitting worker” and the “date submitted” in the boxes provided at the top of the form.
2. The supervisor is to review the profile submitted by the worker, checking off the information in the top section titled “Appropriate Information For Public Profile”.
3. If the information in this section is included and none of the information in the lower section is included, the supervisor may approve the profile, sign and date this form, and return both to the submitting worker.
4. If there is information included that is listed in the section titled “Inappropriate Information for Public Profile”, the supervisor is to check the information in the profile that is included in this section, check the “not approved” box, and return the profile to the worker to be re-written.
5. Once the worker submits a profile with none of the check boxes in the lower section marked, the profile is ready to be approved for public use.

MEMORANDA HISTORY: CD04-73